

The Afghanistan Engineering Support Program assembled this deliverable. It is an approved, official USAID document. Budget information contained herein is for illustrative purposes. All policy, personal, financial, and procurement sensitive information has been removed. Additional information on the report can be obtained from Firouz Rooyani, Tetra Tech Sr. VP International Operations, (703) 387-2151.



<b>Monthly QA Report No. 1</b>	Project: <b>WO-LT-0082 Amendment 3 - American University 200-Bed Women's Dormitory</b>
Date: <b>July 25, 2016</b>	Report Duration: <b>June 04 through July 01, 2016</b>

#### PRESENTED TO

**United States Agency for International Development (USAID)  
Office of Economic Growth and Infrastructure (OEGI)**

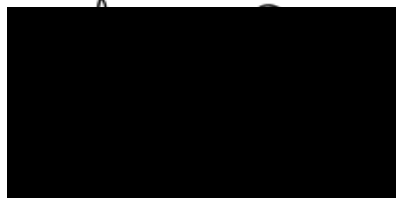
Great Massoud Road  
Kabul, Afghanistan

#### PRESENTED BY

**Tetra Tech, Inc.  
Afghanistan Engineering Support Program  
Contract No. EDH-I-00-08-00027-00  
Task Order No. 1**

Shash Darak  
Kabul, Afghanistan

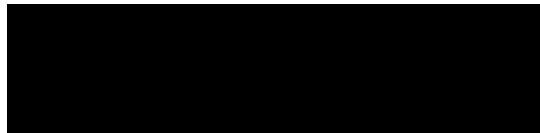
Tt Prepared and Reviewed by:



Title: **Project Manager**

Date:  
**07/25/2016**

Tt Prepared and Reviewed by:



Name: [Redacted]  
Title: **Director Quality Assurance Services**

Date:  
**07/25/2016**

#### DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

## INTRODUCTION

---

The following is a summation of observations, work accomplished, and problems encountered during the reporting period July 4 through July 1, 2016.

## MAIN CONSTRUCTION ACTIVITIES

---

During this reporting period, the main construction activities included:

- Excavation, backfilling, compaction and testing of sewer utility trench.
- Leak testing of installed sewer utility
- Excavation, backfilling, compaction and testing of electrical utility trench
- Water well drilling and installation
- Placement and curing of concrete manhole bases
- Replacement of unapproved backfill material in utility trenches with approved fill.

## CONSTRUCTION ISSUES

---

During this reporting period, the major issues impacting construction progress included the following:

### Re-alignment of the electrical utility

During a construction meeting held on June 13, 2016, the contractor proposed to re-route the underground electrical utility to reduce conflict with the existing sidewalk (with AUAF coordination and acceptance). Perez will send the revised drawings to all stakeholders for their review and approval. *Note: The changed trench location has subsequently been approved by all stakeholders.*

### Use of unapproved backfill for sewer utility

On June 13, 2016, it was noted that the contractor was using unapproved (based on received laboratory test results) fill material to backfill the sewer trench utility. A Non-Conformance Report (NCR) was issued (NCR-0002). Tetra Tech recommended that the unapproved backfill material be removed and replaced with material that met specifications. On June 27, 2016, the contractor began replacement of the backfill with approved material. All material had been replaced on July 11, 2016 with the exception of the material under bases MH-1 and MH-2. The bases were

### Placement of concrete prior to field density testing on the underlying base of manholes MH-1 and MH-2

On June 13, 2016, it was noted that the contractor had poured the concrete bases for manholes MH-1 and MH-2 without testing the soil underneath for adequate compaction. On July 11, 2016, the contractor removed the bases and tested the soil beneath the manhole bases. The tests passed, and the manhole bases were reset into the excavation.

- Placement of Working without pre-approved plans (i.e. H&S, QC, EPP, Security, and Implementation)

### Performing work with approved plans.

The contractor has performed construction work on this project prior to approval of required pre-construction plans. These plans include the following:

- Health and Safety Plan
- Quality Control Plan
- Environmental Protection Plan
- Security plan
- Implementation Plan

The contractor is aware of this situation and has acknowledged that he is working at his own risk. Tt has requested that these plans be submitted for approval on several occasions.

Performed work percentage (%):

- CIV310 Sewer system trench/manhole excavation (97%)
- CIV320 Sewer system manhole base preparation/Trench Sand bed (90%)
- CIV330 Sewer system piping placement (92%)
- CIV350 Sewer system pipe leakage Test (90%)
- CIV360 Sewer system trench/manhole back filling/Sieved soil placement over pipes (19%)
- CIV340 Sewer system precast manhole placement (22%)
- CIV420 Excavation of electrical hand hole/manhole and trench's (18%)
- CON100 Site Preparation, Grubbing and Leveling (20%)

## MEETINGS

The following meetings were held during this reporting period:

- A meeting to introduce the Tetra Tech QA inspectors to the contractor staff was held on June 4, 2016.
- Four weekly coordination/progress meetings were held with the contractor during this reporting period (June 4, 9, 16 and 23, 2016).
- A preparatory meeting was held on July 19 to discuss the upcoming phases of work for sewer and electrical manholes installation.

Minutes of the above meetings can be found in Appendix B.

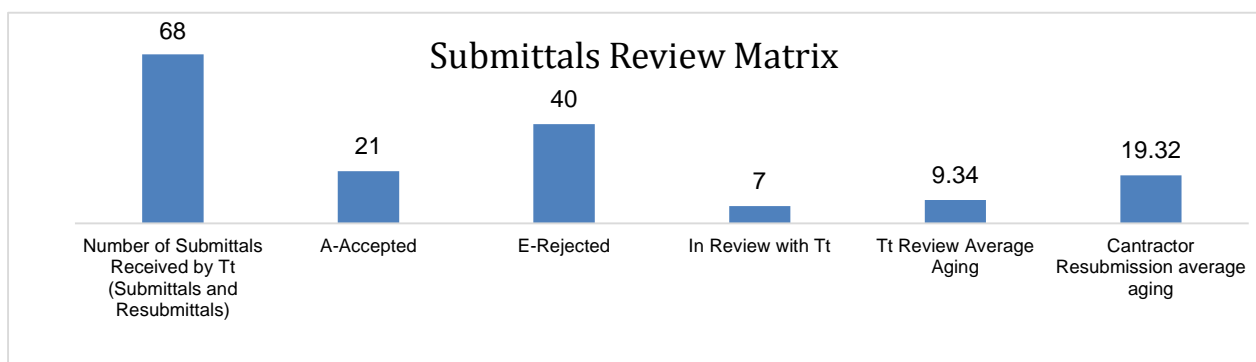
## DESIGN AND DRAWING REVIEW

### Submittals

As of the end of this reporting period, a total of 68 submittals had been received from the contractor. Of the 68 submittals, 21 (30%) were approved as submitted and 40 (59%) were rejected and required re-submittal. There were seven submittals under review with Tetra Tech.

Of the 68 submittals received, 38 were original submittals and 30 were rejected submittals requiring re-review.

The average length of time for Tetra Tech to process a submittal (measured from the date received to the date returned) was 9.34. The average length of time for the contractor to return a rejected submittal to Tetra Tech (measured from the date the rejected submittal was received by the contractor, to the date returned to Tetra Tech for review) was 19.32.



Note: Each submittal, whether an original or a resubmittal, is counted as a separate event.

## FIELD OBSERVATIONS / SITE VISIT DETAILS

Tetra tech did not receive the updated schedule to verify the progress achieved and compare with the approved baseline plan/schedule. The following table provides the status of significant construction activities for the project:

**Status of In-Progress Site Activities**

Sr. No	Milestone	Activity ID	Activity Name	Activity Start Date	Activity Finish Date	By Tt		Work Done				By Tt	Status/ Remarks
						Actual Field Verification Start Date	Actual Field Verification Finish Date	Prev. Work Completion (%)	Daily Progress (as of 07-01-2016)	Cumulative (%)	Balance (%)	Deviation As of 04-06-2016	
1	6.5.8	CIV120	Well casing and Pump Installation	10-05-16	11-05-16								
2	6.5.8	CIV130	Well seal	11-05-16	12-05-16								
3	6.5.8	CIV140	Well test (compressor)	12-05-16	13-05-16								
4	6.5.8	CIV150	Well test (pump test)	13-05-16	14-05-16								
5	6.5.8	CIV160	Water test report	14-05-16	15-05-16								
6	6.5.8	CIV170	Well final seal	15-05-16	16-05-16								
7	6.5.8	CIV180	Vault excavation	16-05-16	18-05-16								
8	6.5.8	CIV190	Vault base compaction & preparation	18-05-16	20-05-16								
9	6.5.8	CIV200	Vault Formwork	20-05-16	22-05-16								
10	6.5.8	CIV210	vault steel Reinforcement	22-05-16	23-05-16								
11	6.5.8	CIV220	Vault concrete pouring	23-05-16	25-05-16								

Sr. No	Milestone	Activity ID	Activity Name	Activity Start Date	Activity Finish Date	By Tt		Work Done				By Tt	Status/ Remarks
						Actual Field Verification Start Date	Actual Field Verification Finish Date	Prev. Work Completion (%)	Daily Progress (as of 07-01-2016)	Cumulative (%)	Balance (%)	Deviation As of 04-06-2016	
12	6.5.8	CIV230	Deforming and curing	25-05-16	27-05-16								
13	6.5.8	CIV240	Vault access cover & steel ladder installation	27-05-16	29-05-16								
14	6.5.8	CIV250	Vault back filling	29-05-16	31-05-16								
15	6.5.8	CIV260	Well pump & pipe installation (submersible)	31-05-16	01-06-16								
16	6.5.8	CIV270	Installation of colorization system	01-06-16	02-06-16								
17	6.5.8	CIV280	Water pipe trench excavation & preparation	05-04-16	08-04-16								
18	6.5.8	CIV290	Water pipe placement	08-04-16	09-04-16								
19	6.5.8	CIV300	Water pipe trench backfilling	09-04-16	10-04-16								
20	6.5.8	CIV310	Sewer system trench/manhole excavation	10-04-16	11-04-16	29-05-16	----	97	0	97	3	----	
21	6.5.8	CIV320	Sewer system manhole base preparation	11-04-16	12-04-16	05-06-16	----	95	0	95	5	----	

Sr. No	Milestone	Activity ID	Activity Name	Activity Start Date	Activity Finish Date	By Tt		Work Done				By Tt	Status/ Remarks
						Actual Field Verification Start Date	Actual Field Verification Finish Date	Prev. Work Completion (%)	Daily Progress (as of 07-01-2016)	Cumulative (%)	Balance (%)	Deviation As of 04-06-2016	
22	6.5.8	CIV330	Sewer system piping placement	29-04-16	02-05-16	05-06-16	----	92	0	92	8	----	
23	6.5.8	CIV340	Sewer system precast manhole placement	02-05-16	03-05-16	14-06-16	---	37	7	45	55	---	
24	6.5.8	CIV350	Sewer system pipe leakage Test	03-05-16	05-05-16	08-06-16	----	90	0	90	10	----	
25	6.5.8	CIV360	Sewer system trench/manhole back filling	05-05-16	06-05-16	12-06-16	----	63	10	73	27	----	
26	6.5.8	CIV370	Excavation of transformer pad	05-04-16	06-04-16								
27	6.5.8	CIV380	Layout Preparation of transformer pad	06-04-16	07-04-16								
28	6.5.8	CIV390	Formwork and steel Reinforcement of transformer pad	07-04-16	08-04-16								
29	6.5.8	CIV400	Concrete pouring of transformer pad	08-04-16	11-04-16								
30	6.5.8	CIV410	Removing Formwork and Curing of Transformer Pad	11-04-16	12-04-16								

Sr. No	Milestone	Activity ID	Activity Name	Activity Start Date	Activity Finish Date	By Tt		Work Done				By Tt	Status/ Remarks
						Actual Field Verification Start Date	Actual Field Verification Finish Date	Prev. Work Completion (%)	Daily Progress (as of 07-01-2016)	Cumulative (%)	Balance (%)	Deviation As of 04-06-2016	
31	6.5.8	CIV420	Excavation of electrical hand hole/manhole and trenches	05-04-16	06-04-16	22-06-16	----	55	10	65	35	----	
32	6.5.8	CIV430	Base preparation of electrical hand hole/manhole and trenches	06-04-16	09-04-16								
33	6.5.8	CIV440	Formwork and steel reinforcement of electrical handhole/manhole	09-04-16	11-04-16								
34	6.5.8	CIV450	Pouring Concrete in Manholes	14-05-16	17-05-16								
35	6.5.8	CIV460	Removal of Formwork and Curing	17-05-16	19-05-16								
36	6.5.8	CIV470	Cable trench conduit placement	19-05-16	23-05-16								
37	6.5.8	CIV480	Cable trench back filling	23-05-16	25-05-16								
38	6.5.8	CIV490	MV cable pulling	25-05-16	30-05-16								
39	6.5.8	CIV500	LV cable pulling	30-05-16	02-06-16								
40	6.5.8	CIV510	Placing of MDB	02-06-16	06-06-16								



Sr. No	Milestone	Activity ID	Activity Name	Activity Start Date	Activity Finish Date	By Tt		Work Done				By Tt	Status/ Remarks
						Actual Field Verification Start Date	Actual Field Verification Finish Date	Prev. Work Completion (%)	Daily Progress (as of 07-01-2016)	Cumulative (%)	Balance (%)	Deviation As of 04-06-2016	
41	6.5.8	CIV520	Placing of pad mounted transformer	06-06-16	09-06-16								
42	6.5.8	CIV530	MV cable connection to the city grid	09-06-16	11-06-16								
43	6.5.8	CIV540	MDB and transformer cable connection	11-06-16	12-06-16								
44	6.5.8	CIV550	Excavation of communication trench and pits	05-04-16	07-04-16								
45	6.5.8	CIV560	Preparation of trench/pits	07-04-16	08-04-16								
46	6.5.8	CIV570	Formwork and steel reinforcement of communication pits.	08-04-16	11-04-16								
47	6.5.8	CIV580	Curing and deforming of Communication Pit	11-04-16	13-04-16								
48	6.5.8	CIV590	Placement of conduit for Communication	13-04-16	16-04-16								
49	6.5.8	CIV600	back filling of trench and around pits	16-04-16	18-04-16								

Sr. No	Milestone	Activity ID	Activity Name	Activity Start Date	Activity Finish Date	By Tt		Work Done				By Tt	Status/ Remarks
						Actual Field Verification Start Date	Actual Field Verification Finish Date	Prev. Work Completion (%)	Daily Progress (as of 07-01-2016)	Cumulative (%)	Balance (%)	Deviation As of 04-06-2016	
50	6.5.8	CIV610	Communication cable pulling in the trench and pit	18-04-16	19-04-16								
51	6.5.8	CIV620	Ladder/installation inside the manhole's/handholes	19-04-16	20-04-16								
52	6.5.8	CIV630	Foundation work for external light pole	20-04-16	22-04-16								
53	6.5.8	CIV640	Exterior light cable trench excavation	22-04-16	24-04-16								
54	6.5.8	CIV650	Exterior light cable trench conduit placement	24-04-16	27-04-16								
55	6.5.8	CIV660	Pulling cable in the trench backfilling	27-04-16	29-04-16								
56	6.5.8	CIV670	Erection of light poles	29-04-16	01-05-16								
57	6.5.8	CIV680	Wiring/light/bulb installation	01-05-16	03-05-16								
58	6.5.8	CIV690	Excavation for grounding system	05-04-16	07-04-16								
59	6.5.8	CIV700	Installation of grounding rod	12-04-16	14-04-16								

Sr. No	Milestone	Activity ID	Activity Name	Activity Start Date	Activity Finish Date	By Tt		Work Done				By Tt	Status/ Remarks
						Actual Field Verification Start Date	Actual Field Verification Finish Date	Prev. Work Completion (%)	Daily Progress (as of 07-01-2016)	Cumulative (%)	Balance (%)	Deviation As of 04-06-2016	
60	6.5.8	CIV710	Placing of grounding cable	14-04-16	16-04-16								
61	6.5.8	CIV720	Cat weld and back filling of grounding system	16-04-16	18-04-16								
62	6.5.1	CON100	Site Preparation, Grabbing and Leveling	24-May-16	27-May-16	26-05-16	----	20	0	20	80	----	
63	6.5.1	CON110	Layout and Excavate Foundation	27-May-16	9-Jun-16								
64	6.5.1	CON120	Compact Building Foundation Base	9-Jun-16	13-Jun-16								
65	6.5.1	CON130	Field Density Test in Foundation	13-Jun-16	14-Jun-16								
66	6.5.1	CON140	Foundation Capillary Water Barrier	14-Jun-16	19-Jun-16								
67	6.5.1	CON110	Layout and Excavate Foundation	27-05-16	09-06-16								

\*Dates based on approved baseline, and updated two-week look ahead schedule where available.

## Staffing Levels

The below table summarizes the contractor's staffing levels during this reporting period by week (Note -detailed reporting of daily staffing levels can be found in the individual daily reports submitted under separate cover).

**General Site Staffing Levels**

Week	Project Manager	Health & Safety	Quality Control	Site Engineer	Foreman	Surveyor/ Helper	Logistic	Skilled labor	Unskilled labor
June 04 – 09, 2016	1.0	1.0	2.0	.8	.6	2.0	1.0	5.0	14.6
June 11 – 16, 2016	1.0	1.0	2.0	1.0	1.0	2.0	1.0	12.1	16.3
June 18 – 23, 2016	1.0	1.0	2.0	1.0	1.0	2.0	1.0	7.3	13.8
June 25 – 31, 2016	1.0	1.0	1.9	1.0	1.0	1.7	1.0	9.6	23.4
<b>Total Average</b>	1.0	1.0	2	1.0	.9	1.9	1.0	8.5	17.0

## Comments

In general, the staffing levels remained fairly constant throughout this reporting period. There was one holiday during this reporting period (Ramadan celebration on June 6, 2016).

## QUALITY CONTROL PROCEDURE REVIEW

### Non-Conformance Reports (NCRs)

No Non-Conformance reports were issued during this reporting period.

The following NCRs remain open:

- Contractor is performing backfill between manholes MH1 and MH2 without insulating sewer pipes (depth of cover is less than 800 mm). See NCR-0001 and drawing Sheet Ref No. CU-102 dated June 22, 2016 for more information.
- Contractor is using unapproved material for sewer trench backfill. For more information refer to NCR-0002 dated June 22, 2016 (note- this NCR was subsequently closed and will be documented in future reports).

The NCRs issued in this reporting period are included in Appendix C.

### Observation Reports (OBSRs)

No Observation Reports were issued during this reporting period.

## HEALTH AND SAFETY OVERSIGHT

During this reporting period:

- Two weekly safety meetings were held on June 18 and 25, 2016.
- Daily safety toolbox talk meetings were held on June 26, 27, 28, 29, and 2106.

In addition, daily H&S audits were performed during this reporting period.

## Security

No significant activities or security concerns were noted during this reporting period.

## Delays

During this reporting period, no delays were reported.

**Environmental**

No environmental issues were observed during this reporting period.

## **APPENDICES**

---

**APPENDIX A – ACRONYMS**

**APPENDIX B – MEETING MINUTES**

**APPENDIX C – NON-CONFORMANCE REPORTS (NCRS)**

## APPENDICES

---

**APPENDIX A – ACRONYMS**

---



## ACRONYMS

---

AC	Alternating Current
ACI	American Concrete Institute
ACOR	Assistant Contracting Officer's Representative
AESP	Afghanistan Engineering Support Program
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
AWS	American Welding Society
BS	British Standards
CA	Corrective Action
CAR	Corrective Action Report
CBR	California Bearing Ratio
cc	Carbon Copy
CM	Construction Manager
CMC	Construction Management Contractor
COP	Chief of Party
COR	Contracting Officer's Representative
DC	Direct Current
Dept.	Department
DIN	Deutsches Institute für Normung eV (German Institute for Standardization; similar to US ANSI)
EDMS	Electronic Data Management System
EMMP	Environmental Mitigation and Monitoring Plan
HS	Health and Safety
HSE	Health, Safety and Environment
HVAC	Heating, Ventilation and Air Conditioning
IAW	In accordance with
ICB	International Competitive Bidding
ID	Identification
IEC	International Electro technical Commission
IEEE	Institute of Electrical and Electronics Engineers
IT	Information Technology
ITU	International Telecommunications Union
kV	Kilo Volts

LA	Lead Auditor
LT	Long Term
LV	Low Voltage
MIS	Management Information System
MOE	Measures of Effectiveness
NCR	Non-Conformance Report
NLT	No later than
NSF	No Significant Findings
NSFR	No Significant Findings Report
NSTR	Nothing Significant to Report
OBR	Observation Report
OBS	Observation
OEGI	Office of Economic Growth and Infrastructure
OIG	Office of the Inspector General
PE	Project Engineer
PLA	Project Lead Auditor
PMP	Project Management Plan
PQA	Project Quality Auditor
PQM	Project Quality Manager
ProjectWise®	A product by Bentley, of Ireland
PWA	ProjectWise® Administrator
PWAESPA	ProjectWise® AESP Administrator
PWTA	ProjectWise® Technical Administrator
QA	Quality Assurance
QAP	Quality Assurance Plan
QC	Quality Control
PE	Project Engineer
Reachback	Staffing in the USA that supports this project
RFP	Request for Proposal
SH	Stakeholder
SM	Security Manager
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SPM	Support Manager
STM	Senior Technical Manager
STR	Strength Report

TL	Technical Lead
Tt	Tetra Tech, Inc.
TtRB	Tetra Tech Reachback
TT	Type Test
FoHE	Facilities of Higher Educations
USAID	United States Agency for International Development
WO	Work Order

**APPENDIX B – MEETING MINUTES**

---

Contract No. AID-306-TO-15-00069  
Construction of 200 Bed Women's Dormitory for American University of Afghanistan (AUAF)  
Meeting Minutes of Site Coordination Meeting

Meeting Date: July 14, 2016 from 10:00 AM to 11:30 PM

Meeting Venue: AUAF Dormitory Site

Participants:

USAID: [REDACTED]

Tt: [REDACTED]

AUAF: [REDACTED]

PEREZ: [REDACTED]

S/N	Subject of Discussion	Issue raised by:	Next action required by:	Action Description	Status
1	Construction Progress update ( Sewer Line, Water Well, Electrical)	Tt	Perez	<p>The meeting was started with introduction of the meeting attendees followed by review of previous meeting minutes. Perez was asked to share the progress regarding site utility. The following are the completed percentages. Tt needs to know the break down of the each activity as per schedule specific ID:</p> <ul style="list-style-type: none"> <li>• CIV120 Well casing installation</li> <li>• CIV120 Well casing installation</li> <li>• CIV310 Sewer system trench/manhole excavation</li> <li>• CIV320 Sewer system manhole base preparation/Trench Sand bed</li> <li>• CIV330 Sewer system piping placement</li> <li>• CIV350 Sewer system pipe leakage Test</li> <li>• CIV360 Sewer system trench/manhole back filling/Sieved soil placement over pipes</li> <li>• CIV340 Sewer system precast manhole placement</li> <li>• CIV420 Excavation of electrical handhole/manhole and trench's</li> <li>• CIV430 Base preparation of electrical handhole/manhole and Trench</li> <li>• CIV440 Form work and steel reinforcement of electrical handhole/manhole</li> <li>• CIV370 Excavation of transformer pad</li> <li>• CON100 Site Preparation, Grubbing and Leveling</li> </ul> <p>AUAF Facility Manager asked that as per AUAF Top Management request would like to know when will the utility work be finished. He was response that he may get his answer as the baseline schedule approved and construction schedule will be updated then it can be estimated when the site utilities will be finished, however, the baseline schedule is under CO review.</p>	Ongoing
2	Status of Application for 15 kv service to DBS	Perez	Perez/ Tt	<p>The AUAF Project Manager, [REDACTED] updated the stakeholders about DABs permission on installment of Pad Mounted Transformer. He updated all parties that they have permission of DABs for installment, DABS representatives came to the site and inspect and survey the installation of transformer as well as the designs and other requirements to ensure that they meet the standards.</p>	Ongoing

3	Sewer Pipe Insulation	Tt	Perez	For some places in the Sewer Pipe insulations required. The thickness required for insulation is 5mm however as per designs and specification, As per the approved design drawings for underground direct-buried piping, where depth of cover is less than 800 mm, 50 mm thick Tt wanted insulation material with jacket over insulation shall be application. To meet the requirements Perez submitted the insulation material submittal and sample as well. However, the one available at market is 4mm. It is decided that the r value should be known and be as per specification, according to which Perez should find something with the r value mentioned in specification.	Ongoing
4	QC Issues	Tt	Perez/Tt	Tt QA Monitor said that Tt is observing positive change in the construction site by recruitment of new QC manager [REDACTED] as the QC Manager. He stated that deficiencies have been corrected, and Qc procedures and documentations have improved.	Ongoing
5	Safety/Security Issues	Tt	Perez/Tt	Tt Health and Safety QA stated that many deficiencies are addressed but there are few left, however, actions have been taken and the work is in progress. As Perez was told that the container for guards does not have air conditioner and other facilities, Perez justified that the container they are talking about is not for guards actually, they have a conned inside the mobilization area equipped with all the required facilities. Perez mentioned that they container Tt is talking about is not used so far, and it will be used later in the project as more labor will be coming to the site. As that container is located there near LSA gate. It was decided that the container inside the LSA area shall be moved to next to gate so that security guards are provided facilities like air conditioning, desk, and other required facilities. Tt raised the issue of guards not having weapon at the site. Perez responded that AUAF does not allow Perez security to carry weapon as it is a weapon free zone. COR asked Perez to include this issue in the Security Plan. Perez was also suggested to have CPR in site as the number of labor increases more than 100 at the site. COR questioned if First Aid Kit is available at site. Tt safety manager responded that Perez have First Aid Kit is available at site.	Ongoing
6	Changes in the alignment of electrical line	USAID	Perez	The changes in alignment of electrical line was recorded in red line by QC and QA in set of drawing, and changes in the alignment of electrical line will be reflected in the as-built drawing, as well as 100% design package as requested by Mariam Safi, Tt PM for AUAF Dormitory Project .	Ongoing

7	List of Deficiencies	Tt	Perez/Tt	<p>As usage of unapproved backfilling material for sewer trench backfilling issue was raised by Tt through a Non Conformance Report. Perez QC Manager informed the meeting that Perez have taken corrective actions and rectified deficiency Per Tt instruction. He additionally said that after approval of the revised backfilling submittal, Perez has removed the unsatisfactory material and will replace with approved backfill materials. This issue is closed except for two manholes as stated by Tt QA Monitors. Perez QC Manager said they have compacted the natural soil. COR suggested that Perez should document it and take the risk.</p> <p>Perez QC Alternative said mentioned NCR was issued in an im professional way. Perez Tt QA usified that they told Perez that material was unapproved and Perez was asked to stop to do not continue the work, yet they continued to coninue at their own risk, and Tt issued NCR afrer rejection of backfilling material. COR said QA shall wait for five days for the defecieny to be closed, then issue NCR.</p>	Ongoing
8	Water Well Depth	AUAF	Perez/ Tt/ USAID	<p>In the previous coordination meeting AUAF Facility Manager [REDACTED] said that they the depth for water well according to their signed contract is 100 meters. Water well log was submitted for Tt review and it has been approved. Everyone in the meeting were updated that water well depth is supposed to be 70 meters.</p>	Closed

9	Site Storage	Tt	Perez/Tt	As decided in the previous site meeting regarding storage for materials at the site. Perez informed the meeting that AUAF provided the space for storage as requested.	Ongoing
10	Preparatory Meeting Check List	Perez	Perez/Tt	As previously raised by Tt, the checklist for the preparatory meeting sheets were not properly prepared accordingly as expected by Tt. Perez informed the meeting that preparatory meeting documents were sent to Tt. COR asked if the parties recorded, the responded that they do record preparatory meeting documents.	Ongoing
11	Schedule	Tt	USAID	Tetra tech PM [REDACTED] asked COR [REDACTED] to update the stakeholders regarding the baseline schedule because since June 27,2016 it is under review with USAID. Tt asked an exact date from COR .COR answer was he can not estimate an exact date.	Ongoing



Contract No. AID-306-TO-15-00069  
Construction of 200 Bed Women's Dormitory for American University of Afghanistan (AUAF)  
Meeting Minutes of Site Meeting

Meeting Date: June 02, 2016 from 11:00 AM to 01:00 PM

Meeting Venue: AUAF Dormitory Site

Participants:

Tt: [REDACTED]

PEREZ: [REDACTED]

S/N	Subject of Discussion	Issue raised by:	Next action required by:	Action Description	Status
1	Disapproved Materials Resubmitted	Tt	Perez	Tt raised the issue of all disapproved material submittals such as of Pad Mounted Transformer. Perez Pm, [REDACTED] informed Tt that the permission for installation of pad mounted transformer from DABs is under process. Tt requested Perez to resubmit other disapproved materials soon. Perez PM told them that they will submit the materials as required. Tt shared a tracking list of all disapproved materials and asked for exact dates for resubmittal of each submittal. Perez PM, [REDACTED] said that they will resubmit materials based upon their needs for the project. some materials were given exact date for resubmission and some were said to be submitted later as required.	Ongoing
2	Pre- Construction Plans	Tt	Perez/ Tt	Tt mentioned thar that Perez was supposed to submit the QC Plan, Health and Safety Plan, Security Plan, Implementation plan, Environmental Protection Plan.Perez mentioned that they did submit the aforementioned plans on May 29,2016 to USAID. Tt Project Manager, [REDACTED] said that they have not recived the plans and she will coordinate the issue with project COR.	Ongoing
3	Communication between Parties	Tt	Perez/Tt	In addition, Tt Project Manager for AUAF Dorm mentioned that they request Perez for direct communication , as discussed in the kick off meeting and again confirmed on 2016-05-30 (weekly USAID-AESP) meeting, that in order to expedite the coordination process throughout the execution of the project Tetra tech and PEREZ can directly communicate. It will save a lot of effort and time for USAID, Tetra Tech and Perez and in terms of coordination efforts. However, Perez admin [REDACTED] mentioned that project Co mentioned in the weekly meeting that all submittals should go to parties through the COR. For more clarification [REDACTED] said, she will send and email to the project COR for clarification of the issue.	Ongoing
4	Project Staff Level	Tt	Perez/Tt	Tt PM asked about work staff level and progress. Perez Pm said that the work is in good progress now <b>although in the second day of work they could not use the soil at the site for well drilling and they had to bring soil from outside, and the circulation pump was also damaged during the work. He said that new circulation pump was bought and the work is in good process.</b>	Ongoing
5	Submittal Register	Tt	Perez/Tt	Tt asked about resubmission of Submittal Register. Perez Admin, [REDACTED] mentioned that they have not received the Submittal Register with comments back from Tt. Tt Pm for Dorm Project mentioned that she has sent the register and had comments on the register. She said that will recheck and send back the register for Perez to apply comments of Tt and resend it. Tt Pm also asked if the number of workers are enough to conduct the work and finish the work on time. Perez Pm responded that they have sufficient number of workers and they have recently increased the number of workers.	Ongoing
6	Baseline Schedule	Perez	Perez/Tt	Tt asked about submission date of Baseline Schedule. Perez PM said that they will submit the Baseline Schedule on June 02.	Ongoing

Contract No. AID-306-TO-15-00069  
Construction of 200 Bed Women's Dormitory for American University of Afghanistan (AUAF)  
Meeting Minutes of Site Coordination Meeting

Meeting Date: June 23, 2016 from 10:00 AM to 11:30 PM

Meeting Venue: AUAF Dormitory Site

Participants:

Tt: [REDACTED]

PEREZ [REDACTED]

:

S/N	Subject of Discussion	Issue raised by:	Next action required by:	Action Description	Status
1	Construction Progress update ( Sewer Line, Water Well, Electrical)	Tt	Perez	<p>The meeting was started with introduction of the meeting attendees followed by review of previous meeting minutes. Perez was asked to share the progress regarding site utility construction. Tt was informed that precast manhole placement was 12% complete according to Perez. Tt Lead QA Monitor, [REDACTED] said that Tt have divided concrete pouring activity into three categories as concrete pouring 50%, steel work 25%, and form work 25%. It was mentioned that Tt percentage for precast manhole placement is 14%. Tt was moreover informed that as water well is 100% complete, and ready for casing, Perez has taken samples and sent for test.</p> <p>AUAF PM, [REDACTED] said that they the depth for water well according to their signed contract is 100 meters. As the contract was reviewed by meeting attendees, [REDACTED] Perez Scheduler said that the contract he is using as proof has a header mentioning draft, however, contract changes were brought to the contact later. Tt PM, [REDACTED] said that as per update and approved drawings it is 70 meters. However, the meeting concluded that for more clarifications COR will be informed to follow up the issue and resolve the misunderstandings. Perez additionally inform Tt that excavation of trench line is 20% complete. [REDACTED] said that they Tt was neither informed for inspection of electrical trench excavation, nor preparatory documents and meeting is shared with Tt regarding excavation of electrical trench line. Tt Pm, [REDACTED] further more said that according to Tt, the work is 4% complete, not 20%. Perez justified saying the day preparatory meeting was scheduled Tt did not allow Perez to conduct Preparatory meeting due to pre constructions plans not being approved. However, they will send the checklist and preparatory meeting documents for Tt. Perez representatives claimed that an authorized entity named IRD already approved the plans, while they were the third party review/ QA for AUAF dormitory project.</p>	Ongoing
2	Status of Application for 15 kv service to DBS	Perez	Perez/ Tt	<p>The AUAF project manager updated the stakeholders about DABs permission on installment of Pad Mounted Transformer. He mentioned they are working with DABS responsible persons and he will update all parties whenever he gets update from DABS.DABS representatives will come to the site and inspect and survey.</p>	Ongoing
4	Sewer System Pipe Insulation need to be discussed	Tt	Perez/Tt	<p>Tt said Perez need to remove the unsatisfactory material for sewer trench and replace with approved backfill material. Perez responded that Perez will take the correction action and will rectify deficiency.</p> <p>the backfilling over sewer PVC pipe from manhole manhole#1 to manhole#2 is temporary backfilling to protect PVC pipe from hot weather and effect of direct sun shine, because the insulation material will be used after USAID approval is received. Perez will remove the temporary material and will use insulation material according to drawing and specification.</p>	Ongoing

6	Safety Issues	Tt	Perez/Tt	<p>Tt Health and Safety QA stated that many deficiencies are addressed but there are few left, however, actions have been taken and the work is in progress. He raised the issue of guards being under direct sun in the holy month of Ramadan. Perez was told that the container for guards does not have air conditioner and other facilities. Perez informed Tt that they container they are talking about is not for guards actually, they have a conned inside the mobilization area equipped with all the required facilities. Perez mentioned that they container Tt is talking about is not used so far, and it will be used later in the project as more labor will be coming to the site. As that container is located there near LSA gate for checking</p>	Ongoing
7	QC Issues	Tt	Perez/Tt	<p>Tt Lead QA Monitor, [REDACTED] had complains from Perez QC, stating that the preparatory meeting documents were not sent to Tt. He expressed his disappointment due to the fact that Perez started the work without asking Tt QA team present at site for inspection of backfilling, and electrical line before start of the activity, as well as usage of unapproved backfilling material for sewer trench backfilling. Perez QC Manager mentioned that Perez stopped the backfilling for sewer trench</p> <p>Perez will take the correction action and will rectify deficiency Per Tt instruction. He additionally said that after approving of the revised submittal we will remove the unsatisfactory material and will replace with approved backfill materials. [REDACTED] said that the QC issues are not going well according to Tt. The checklist for the preparatory meeting sheets was not properly prepared accordingly as expected by Tt. He talked about miss coordination and misdocumentations of Perez QC with Tt QA at the site. The issue was concluded by the decision of QA team asking for check list , and other preparatory meeting documents should be provided for the preparatory meetings. Perez QC accepted that they have not notified Tt, and they will make sure the area is inspected before start of any activity.</p>	Ongoing
8	Site Storage	Tt	Perez/Tt	<p>As decided in the previous site meeting regarding storage for materials at the site. Perez informed the meeting that the issue is coordinated with AUAF in order to provide space for future materials. It was agreed that Perez will further coordinate the issue with USAID and AUAF.</p>	Ongoing
9	Submittal Status	Perez	Perez/Tt	<p>Tetra Tech Pm, [REDACTED] shared an update list of submittal log listing all the material that are either approved or under review of Tt.</p>	Ongoing

Contract No. AID-306-TO-15-00069  
Construction of 200 Bed Women's Dormitory for American University of Afghanistan (AUAF)  
Meeting Minutes of Site Coordination Meeting

Meeting Date: June 30, 2016 from 10:00 AM to 11:30 PM

Meeting Venue: AUAF Dormitory Site

Participants:

Tt: [REDACTED]

AUAF: [REDACTED]

PEREZ : [REDACTED]

S/N	Subject of Discussion	Issue raised by:	Next action required by:	Action Description	Status
1	Construction Progress update ( Sewer Line, Water Well, Electrical)	Tt	Perez	The meeting was started with introduction of the meeting attendees followed by review of previous meeting minutes. Perez was asked to share the progress regarding site utility construction. . It was mentioned that Tt percentage for precast manhole placement is 20%. Tt was moreover informed that as water well is 100% complete, and ready for casing, Perez has taken samples and sent for test. Perez additionally inform Tt that excavation of sewer line is 97% complete and sewer system precast manhole completed 20%, and also expressed that the sewer trench back-filling is completed 20%, and excavation of electrical has been completed 20%. The water well casing will be started soon after filter pack gravel test result.	Ongoing
2	Status of Application for 15 kv service to DBS	Perez	Perez/ Tt	The AUAF project manager updated the stakeholders about DABs permission on installment of Pad Mounted Transformer. He updated all parties that they have permission of DABs for installment, yet DABS representatives will come to the site and inspect and survey the installation of transformer as well as the designs and other requirements to ensure that they meet the standards.	Ongoing
3	Sewer System Pipe Insulation need to be discussed	Tt	Perez/Tt	Tt said Perez need to remove the unsatisfactory material for sewer trench and replace with approved backfill material. Perez responded that Perez will take the correction action and will rectify deficiency. the backfilling over sewer PVC pipe from manhole manhole#1 to manhole#2 is temporary backfilling to protect PVC pipe from hot weather and effect of direct sun shine, because the insulation material will be used after USAID approval is received. Perez will remove the temporary material and will use insulation material according to drawing and specification.	Ongoing
4	Safety Issues	Tt	Perez/Tt	Tt Health and Safety QA stated that many deficiencies are addressed but there are few left, however, actions have been taken and the work is in progress. As Perez was told that the container for guards does not have air conditioner and other facilities, Perez justified that the container they are talking about is not for guards actually, they have a conned inside the mobilization area equipped with all the required facilities. Perez mentioned that they container Tt is talking about is not used so far, and it will be used later in the project as more labor will be coming to the site. As that container is located there near LSA gate for checking. Tt Project Manager said that Tt is happy with Perez safety team, as they try to correct the deficiencies as requested by Tt.	Ongoing

5	Changes in the alignment of electrical line			<p>Perez will make electrical new handhold(#11) according to the drawing, so it's coming inside the (YaNew Cafeteria Building) which is not shown in the drawing and not constructed yet. AUAF requested to change the path of the electrical line because AUAF has plan to build a Cafeteria at that location. As per site condition Perez wants to change the location of electrical manhole (#10) and also new hand hole(#9).When they change the location of electrical manhole (#10), accordingly they have to change the layout of Medium voltage line which is connected between hand hole(#9) to hand hole(#8). Tetra tech recommended Perez to prepare a shop drawing for the changes that they brought and submit to Tetra tech for review and comment. But Perez responded that proposed changes in the alignment of electrical line are requested by AUAF team, there is no need for shop drawing, changes will be red-lined on the as-built drawing. Perez VP proclaimed that the occurred changes at the site is not a major change to the design, nothing has been changed except the alignment of electrical trench and the location of few manholes as per AUAF request and or site condition.</p> <p>There is no change in the size of cable, type of cable, size or type of the manholes. Furthermore it's not Perez who want to bring these change by its own wish, rather, it is the AUAF's suggestion and recommendations. He additionally said, we have as built drawing at the end of the project and in reference to our pre construction meeting which mentioned " during the implementation of the project all the changes will be recoded in red line by QC and QA in set of drawing, and changes in the alignment of electrical line will be reflected in the as-built drawing. COR, and Tt on Perez proposed solution.</p>	Ongoing
5	List of Deficiencies	Tt	Perez/Tt	<p>As usage of unapproved backfilling material for sewer trench backfilling issue was raised by Tt through a Non Conformance Report. Perez QC Manager informed the meeting that Perez have taken corrective actions and rectified deficiency Per Tt instruction. He additionally said that after approval of the revised backfilling submittal, Perez has removed the unsatisfactory material and will replace with approved backfill materials.</p> <p>As per the approved design drawings for underground direct-buried piping, where depth of cover is less than 800 mm, 50 mm thick Tt wanted insulation material with jacket over insulation shall be application. To meet the requirements Perez submitted the insulation material submittal to Tt, and will submit the sample as well.</p>	Ongoing
6	Water Well Depth	AUAF	Perez/ Tt/ USAID	<p>AUAF Facility Manager ██████ said that they the depth for water well according to their signed contract is 100 meters. Tt PM, ██████ said that as per update and approved drawings it is 70 meters. COR moreover, clarified that the depth for water well is 70 meter not 100 meters.</p>	Closed

7	Site Storage	Tt	Perez/Tt	As decided in the previous site meeting regarding storage for materials at the site. Perez informed the meeting that the issue is coordinated with AUAF in order to provide space for future materials. It was agreed that Perez will further coordinate the issue with USAID and AUAF. Perez coordinated the issue through an official email to AUAF. AUAF Facility Manager told the meeting that they are willing to provide space for storage as requested.	Ongoing
8	Preparatory Meeting Check List and AHA	Perez	Perez/Tt	As previously raised by Tt, the checklist for the preparatory meeting sheets were not properly prepared accordingly as expected by Tt. Perez justified saying the day preparatory meeting was scheduled Tt did not allow Perez to conduct preparatory meeting due to pre constructions plans not being approved, but Tt representatives did sign AHA. However, they had promised that they will send the checklist and preparatory meeting documents for Tt in previously conducted meetings. Tt claimed that they have no received the Preparatory Meeting Check List and AHA. Perez QC Manager said they will provide it properly as soon as possible, mentioning that they will conduct preparatory meeting for electrical line in the upcoming Saturday he moreover stated that Perez will conduct preparatory meeting for water well when gravel pack is approved.	Ongoing

## **APPENDIX C – NON-CONFORMANCE REPORTS (NCRS)**

---

## NON-CONFORMANCE REPORT

<b>NCR No.</b>	0001-CW	<b>Status:</b>	Ongoing <input checked="" type="checkbox"/> Resolved <input type="checkbox"/>
<b>Project:</b>	WO-LT-0082 AMD3 - American University of Afghanistan Women's Dormitory Quality Assurance		
<b>Organization:</b>	PEREZ	<b>Location:</b>	Dar-ul-Arman, Kabul, Afghanistan
<b>Tt POC:</b>	<div style="background-color: black; width: 100px; height: 20px;"></div>	<b>Report Date:</b>	June 22, 2016
<b>NCR Subject:</b>	Sewer System Pipe Insulation		
<b>Description:</b> <p>The contractor has been conducting backfilling from MH1 to MH2 without insulating the sewer pipes where depth of cover is less than 800 mm.</p>			
<b>Findings (including references):</b> <p>Below are the findings of Tetra Tech Inspectors:</p> <ul style="list-style-type: none"> <li>As per the approved design drawings for underground direct-buried piping, where depth of cover is less than 800 mm, 50 mm thick insulation material with jacket over insulation shall be applied. (100% Partial Site Construction, Reference sheet number CU-102, Sheet 2 of 5).</li> </ul>			
<b>Expected Corrective Actions:</b> <p>The contractor is required for rectification of the above mentioned deficiency and take corrective action per 100% Partial Site Construction, Reference sheet number CU-102, Sheet 2 of 5.</p>			
<b>Response:</b>			



## PHOTOGRAPHS



**Figure 1.** Depth of cover is less than 800mm, MA, 06/20/2016.



**Figure 2.** Sewer system trench is backfilled without 50 mm cellular glass insulation, MA, 06/20/2016.

## NON-CONFORMANCE REPORT

<b>NCR No.</b>	0002-CW	<b>Status:</b>	Ongoing <input checked="" type="checkbox"/> Resolved <input type="checkbox"/>
<b>Project:</b>	WO-LT-0082AMD3- American University of Afghanistan Women's Dormitory Quality Assurance		
<b>Organization:</b>	PEREZ	<b>Location:</b>	Dar-ul-Arman, Kabul, Afghanistan
<b>Tt POC:</b>	[REDACTED]	<b>Report Date:</b>	June 22, 2016
<b>NCR Subject:</b>	Unapproved Material Usage For Sewer Trench Backfilling		
<b>Description:</b>			
The contractor started backfilling the sewer system trench with unapproved material. The contractor backfilling material test report indicates the use of CL-ML classified as Unsatisfactory Material which is not recommended as backfill material based on ASTM D2487 and Spec Section 31 23 00.00 20 / 2.1.2.			
<b>Findings (including references):</b>			
In accordance with transmittal No. 31 23 00. 00 20; the Backfilling Material Submittal was rejected on June 20, 2016 and coded E.  This deficiency was reported on June 13, 2016 in the Tetra Tech QA daily report as well as was sent to the contractor through an email on June 14, 2016 to take an action for the mentioned deficiency.			
<b>Expected Corrective Actions:</b>			
The contractor is required for rectification of the above mentioned deficiency and take corrective action as below:  <ol style="list-style-type: none"> <li>1. The contractor needs to provide a revised submittal for backfill material for review and acceptance.</li> <li>2. To remove the unsatisfactory material and replace with approved backfill material.</li> </ol>			
<b>Response:</b>			



## PHOTOGRAPHS



**Figure 1.** Contractor did backfilling and compaction with unapproved material, MA, 06/20/2016.



**Figure 2.** Contractor did backfilling and compaction with unapproved material, MA, 06/20/2016.